



CAREER EXECUTIVE ASSIGNMENT

(PENDING DPA and SPB APPROVAL)

CALIFORNIA STATE GOVERNMENT – EQUAL OPPORTUNITY AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE.

THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: Department of Technology Services (DTS)

POSITION TITLE/LEVEL: Deputy Director, Security Management Division, CEA II

SALARY: \$7,302 – \$8,051

FINAL FILE DATE: May 5, 2006

TENURE: Permanent Full-Time

DUTIES/RESPONSIBILITIES:

Under the general direction of the Director of the Department of Technology Services (DTS), the Deputy Director of the Security Management Division, oversees and ensures complete functionality of the DTS security and risk management program. The Deputy Director is responsible for the oversight of the Planning and Policy and Evaluation Branches within the Security Management Division; to develop, maintain and enforce both statewide and department-wide policies and processes that provide for the integrity and security of both the DTS technical infrastructure and the automated information produced or used by DTS and its 550 customer agencies.

The Deputy Director is responsible for implementing security systems that will provide detection, prevention, containment and deterrence mechanisms to protect and maintain the integrity of the computer systems, networks, applications and data files under the custody of the DTS and used by State government to conduct millions of transactions each day. Responsibilities include ensuring the physical protection of the DTS facilities. The scope covers the DTS business offices and training facilities, the DTS data centers including the power supplies and generators for emergency operations, the mainframe computers used to support State customers, the service, the network infrastructure that delivers information to and from and between customers, the specialized computer programs used by State government, and the multi-terabyte data bases and data files of public and confidential information from customers from unauthorized or accidental access, use, duplication, modification or destruction.

The Deputy Director works closely with other executive level staff and customer agencies. The Security Management Division is responsible for developing and implementing security policies that ensure the availability of the IT resources needed by customers and also ensures customer data integrity and confidentiality. The issues addressed by these policies are highly complex and volatile and have a direct impact on customer agencies' hardware, software and the data of the DTS.

Contacts include federal agencies, state control agency staff, the Governor's Office staff, Department of Finance staff, State and Consumer Services Agency, Chief Information Officers, Chief Information Security Officers, Information Technology Chiefs (DPM III through CEA IV), the California Highway Patrol, legislative staff, private sector executives, vendors, professional security organizations, and various contract and customer staff.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a legislative employee who meets the requirements of the Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for more than two consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

AND

Applicants must meet the general minimum qualifications for the CEA Category.

Position requires the incumbent to perform high administrative and policy-influencing functions effectively. The required knowledge and ability is expected to be obtained from experience in State service, other government settings or in a private organization. Such experience may have been paid or volunteer and must include broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. Overall ability requires possession of most of the following more specific knowledge and abilities:

A. Knowledge of:

1. The organization of the California State Government including the organization and functions of the Legislature and the Executive Branch;
2. Principles, practices, and trends of public administration, organization, and management;
3. Automated information systems and the latest practices and technology in the information system industry;
4. Security policies, practices and technology in both the public and private sector;
5. Program development and evaluation;
6. Current technology, including the business needs of stakeholders and their organization, political, administrative, and fiscal environments to understand potential impacts of issues and parameters of solutions;
7. Best practices in IT projects and support services and knowledge of typical risk areas in a project life cycle to bring quality approaches to the most vulnerable project tasks;
8. Facilitation and negotiation techniques to promote collaboration amongst diverse groups;
9. Project and state contract management practices;
10. State budget processes;
11. Information Technology Services Management (ITSM) and Information Technology Infrastructure Library (ITIL);
12. State and federal control agency requirements for project approval and oversight.

B. Ability to:

1. Plan, organize, and direct the work of multidisciplinary professional and administrative staff;
2. Analyze administrative policies, organization, procedures and practices;
3. Anticipate and manage complex issues affecting many organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues;
4. Gain the confidence and support of top level administrators and advise them on a wide range of administrative matters;
5. Develop cooperative working relations with representatives of all levels of government, the public, and the Legislative and Executive Branches;
6. Shift from concepts and strategies to specifics and detail to assure resolution of issues;
7. Evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) in order to develop standards for product approvals;
8. Develop/obtain consensus on policy direction that will ensure continuation of the development portion of projects and help ensure successful completion;
9. Communicate Information Security Values to both Program oriented and technically oriented Executives.

PREFERRED CERTIFICATIONS

Certified Information Systems Security Professional (CISSP)
ITIL Foundation Certificate
ITIL Manager Certificate

SPECIAL PERSONAL CHARACTERISTICS

- Creativity and Innovation – Apply new ways of thinking, ability to solve problems, create new ideas, and develop new approaches to optimize the organization and management of information technology programs.
- Teamwork – Cooperates to achieve the DTS mission, goals and values, and encourages a diversity of opinions. Ability to facilitate cross-agency collaboration activities.
- Communication – Ability to interact and communicate effectively with high-level management at the State level, as well as various private and public organizations. Ability to interact in a diplomatic, tactful and effective manner with all levels of staff. Ability to negotiate win-win solutions in difficult and challenging situations.

EXAMINATION INFORMATION

The examination process will consist of an application and Statement of Qualifications rating committee. The DTS will establish job-related evaluation criteria and will review applications and “Statement of Qualifications” after the final filing date. Interviews will be conducted with only the most qualified applicants. Each candidate will be notified in writing of his/her examination results. The results of this exam may be used to fill subsequent vacancies in this position if they occur within the next twelve months or an examination may be rescheduled.

FILING INSTRUCTIONS

- A Standard original State application (Form 678)
- A “Statement of Qualifications” *not to exceed one page*. This “Statement of Qualifications” is to be a discussion of the candidate’s education and experience that would qualify them for this position. The “Statement of Qualifications” must include a brief description of one or two key accomplishments in the past twelve months.

The application and “Statement of Qualifications” are to be submitted to:

Department of Technology Services
P.O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Janet Wardall

Questions regarding this examination should be directed to: Janet Wardall at (916) 464-4296 or e-mail Janet.Wardall@dts.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
California Relay (telephone) Service for the Deaf or Hearing impaired:
From TDD phones: 1-800-735-2929 From voice phones: 1-800-735-2922